# FINANCE MOBILIZATION BRIEFING

4/1/02

PURPOSE:  To inform soldier who are being mobilized on their entitlements during the period of duty (CONUS)

# ENTITLEMENTS

BAH

BAS

FSA

CONUS COLA (Selected areas)

UNIFORM ALLOWANCES

# AREAS OF CONCERN

- Travel Cards/Travel Entitlements
- Leaves
- Allotments

# BASIC PAY

- Mobilized soldiers will be paid mid-month and end-of-month, pay is based on a 30 day month.
- Rates can be found at http://www.dfas.mil/money/milpay/pay/01-2002.pdf

# BASIC ALLOWANCE FOR HOUSING (BAH)

- Soldiers with dependents(s) receive BAH-I with dependents.
- Soldiers without dependents, yet maintaining a home of residence receive BAH-1 without dependents.
- Rate is determined by the soldier’s home zip code.
- Must complete a DA Form 5960 with a copy of the mortgage or rental agreement.
- Soldiers without dependents who do not maintain a residence receive BAH-Partial
- BAH-Diff is paid to soldiers whose only dependent is one for which he/she is paying child support.  If the soldier is also maintaining a residence, they are entitled to BAH-1 without dependent and BAH-Diff

# BASIC ALLOWANCE FOR SUBSISTENCE (BAS)

- Officers receive $166.37 per month
- Enlisted normally receive the Standard Rate $8.06 per day or $241.60 per month

# FAMILY SEPARATION ALLOWANCE (FSA)

- Entitled to soldiers with dependents(s) when the dependents do not reside in the vicinity of the mission site. (Separated more than 30 days.
- $100 per month
- Must complete DD Form 1561

# CONUS COST OF LIVING (CONUS COLA)

- Soldiers with dependents(s) residing in, or soldiers maintaining a home of residence in a CONUS high cost area designated for CONUS COLA. http://www.dtic.mil/perdiem/rateinfo.html
- Unit must submit DA Form 4187 to RCSPO

# ADDITIONAL ACTIVE DUTY UNIFORM ALLOWANCE

Officers are entitled to $200.00 additional uniform allowance when ordered to active duty for more than 90 days and;

They have not received an initial or additional uniform allowance of more than $200.00 within the past two years.

Must submit USARC Form 30-R after completion of 90 days of active

# ENLISTED UNIFORM CLOTHING ALLOWANCE

- Begins to accrue after 6 months of active duty.
- Is paid on the anniversary date.

# SPECIAL AND INCENTIVE PAYS

- Soldiers who have orders authorizing Special or Incentive Pays are entitled to payment during mobilization.  All are prorated for partial months.
- These special and incentive pays include:
- Special Duty Assignment Pay (SDAP)
- Foreign Language Proficiency Pay (FLPP)

# LEAVE

- Soldiers accrue 2.5 days of leave per month
- Leave will be settled at the end of the tour.  Leave accrued for Contingency operations are exempt fro the 60-day limit on payment of accrued leave.
- Soldiers must process leave forms through their chain of command and military personnel officer (MILPO). MILPO will log all leave forms with a control number.
- Soldiers must maintain a copy of their DA Form 31 for each leave period taken while mobilized; the DA Form 31(s) will be submitted to the DEMOB Finance station.

# PER DIEM

- When government quarters and meals are provided or contracted, soldiers accrue $2.00 per day in CONUS, $3.50 per day OCONUS, for incidental expenses
- The incidental expense is normally paid on the final travel voucher
- If soldiers are paying for lodging and/or have an out of pocket expense of more than $100.00 per month, then they can submit a DD Form 1351-2 monthly to cover expenses.

# ALLOTMENTS

- Reserve Pay does not have the capability to input allotments.
- Soldiers are encouraged to consult their local banks.
- The only authorized DJMS-RC method for allotments is through DFAS-Cleveland. This method is “GARNISHMENT”. It is only utilized for the following situations:
- 1. Child support and alimony
- 2. Commercial debt garnishments.
- 3. Involuntary allotments for commercial debts (DD Form 2653)

# TEMPORARY STORAGE OF HOUSEHOLD GOODS

- Only soldiers that are not maintaining a home residence, and not eligible for BAH may be reimbursed for storage fees
- Storage must be arranged with the local Transportation Office for military services
- Soldiers are required to pay storage fee and submit the paid receipt with their final pay voucher (DD Form 1351-2) for reimbursement.

# LEAVE AND EARNING STATEMENTS (LES)

- Soldiers will receive their LESs at the address on their MMPA
- A soldier may receive as many as 8 LESs per month based on pay actions
- Access LES online at https://emss.dfas.mil/emss.htm

# TRAVEL VOUCHERS

- Settlement is made  on DD Form 1351-2 within 5 days of return to home station
- To ease preparation of final voucher, keep a record of all dates, times and places involved in each leg of travel
- Soldiers must keep copies of all finance related documents; a copy of all TDY performed away from duty locations (DD Form 1610), advances, accrued per diem payments, receipts, Leave forms (DD Form 31) etc.
- Soldiers will complete their final travel vouchers at Home Station
- Fax vouchers to DFAS at (317) 510-2189/1190.

# ENTITLEMENTS SPECIFIC TO OCONUS DUTY

- Hostile fire/imminent Danger Pay(HF/IDP)
- Hardship Duty Pay – Location (HDP-L)
- Combat Zone Tax Exclusion (CZTE)

# HOSTILE FIRE/IMMINENT DANGER PAY (HF/IDP)

- Payable to all soldiers performing duty in an overseas location authorized in DODFMR Vol 7A
- Payable at $150.00 per month regardless of rank (Not prorated)
- Soldier only has to serve one day in the HF/IDP area to qualify

# HARDSHIP DUTY PAY-LOCATION (HDP-L)

- HDP-L for Designated Areas (DA) is payable to both officer and enlisted. Entitlement to HDP-L(DA) begins on 31st day in the designated area and is paid retroactive to the first day in the location
- Areas qualifying are listed in the DODFMR Vol 7, Chpt 17.  Rates vary from $50-$150 per month

# COMBAT ZONE TAX EXCLUSION (CZTE)

- Relieves soldiers of the requirement to pay State and/or Federal taxes on income earned (BP up to $5,532.90 per month)
- Soldiers only have to serve one day in the combat zone to qualify (areas that qualify for HF/IDP)
- Taxes are deducted from each check and reimbursed during the first week of the following month by DFAS
- A separate LES will be issued to denote this payment each month
- CZTE areas are identified in DODFMR Vol 7a, Chpt 44 and by messages from DFAS

# OTHER (APPLIES TO CONUS AND OCONUS DUTY)

- Leave and Earning Statements (LES)
- Travel Voucher
- Savings Deposit Program
- Employee/Member Self Service (E/MSS)
- Thrift Savings Program (TSP)

# SAVINGS DEPOSIT PROGRAM

Allows a soldier to deposit portion of current pay and allowances with the servicing DMPO by writing a check to the finance officer. The Savings Deposit Program allows soldiers to deposit up to $10,000 per year and earn 10% rate of return. After completion of active duty, soldiers must submit a written request with name, SSN, branch of service, and amount requested to DFAS-Cleveland. Soldiers must sign their request, and include a mailing address if they prefer a check payment, or the name of the financial institution for direct deposit with routing number, account number and type of account. A toll free telephone to call is 1-800-624-7368.

# EMPLOYEE/MEMBER SELF SERVICE (E/MSS)

- Allows a soldier to view and/or make changes to his/her pay information
- Can change:  Federal tax, Direct Deposit, LES address, Thrift Savings Program
- Army LES (View/print)
- Travel Voucher (View)
- http://emss.dfas.mil/emss.htm